



Montana
Office of Public Instruction
Denise Juneau, State Superintendent

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Date: October 19, 2009

To: Food Service Managers/Directors

From: Judy Wilson, Food Distribution Coordinator

Re: USDA Food Order Instructions – **Ordering Deadline November 20, 2009**

The new USDA Food order form is available online by going to the following Web site and clicking on the Commodity Forms section www.opi.mt.gov/schoolfood/foodDistNEW.html.

The login ID and password information are the same as those used for the CNPWeb and the Cooperative Purchase programs.

When you reach the online order form, go to Sponsor Functions in the upper right of your screen. You can choose to print out a blank order or go directly to Enter/Modify Food Orders.

Use the Food Group list to see the foods in that group. The Dairy Group is the first group and will automatically appear when you open your order form. Click Edit next to the item you want to order. The line turns yellow to indicate that you are working on this order line.

Click Update to store any changes or additions you make. Click Cancel if you change your mind. The line will remain yellow until you click Update or Cancel.

To delete order quantities click Delete.

The numbers in the lower left of the food lists indicate there are more pages of food items. Click the numbers to move between pages.

There are two sections on the order form.

Section 1: Entitlement Items (these will be charged against your entitlement balance).

Section 2: Bonus Items (these are "free" and will not be charged against your entitlement balance).

Only the items that are available at the time of the order will show in each section.

Call me at (406) 444-4415 if you have questions.